

CANOPY CENTER

Job Description



Program/Administration	Oasis		
Location	2445 Darwin Road, Ste. 15, Madison, WI		
Job Title	Childcare Specialist Intern		
Reports to	Nicole Wells	Title	Oasis Administrative Director

Type of Position <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Limited-term Employee <input checked="" type="checkbox"/> Intern	Time Commitment Approximately 10-15 hours per week, with flexibility to meet the needs of the internship. Scheduling is flexible during program hours. Preferred hours are Monday and Wednesday afternoons and Thursday evenings. Preferred availability is for both fall and spring semesters.
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AGENCY VISION AND MISSION

Our vision is to give every person an opportunity to have a voice in identifying and addressing their needs; and to provide social connections, to fully develop their sense of self and community.
Our mission is to help strengthen families and support children, teens, and adults impacted by trauma and adversity.

POSITION SUMMARY

The Childcare Specialist Intern is responsible for providing direct childcare supervision as needed, as well as a safe, nurturing, and activity-based environment for children in a trauma-informed setting. They must maintain the physical childcare space and therapy rooms to ensure they are kept clean and tidy, and develop activities for childcare (especially art activities).

QUALIFICATIONS

- Complete an Internship Application, clear a background check, and attend an interview.
- Knowledge of child development, infant and toddler care, programming, childcare for a wide range of children is essential.
- One to three years of experience in a childcare setting, including communication/interaction with parents/guardians.
- Ability to get to and from office via personal or public transportation (on bus line) when needed.
- Evening work required.
- CPR, First Aid, & Bloodborne Pathogen training is required and will be provided if needed.
- Proficiency in Microsoft Office Suite and Google Suite.
- Ability to work as a member of a team.
- Professional attitude and appearance.
- Ability to be resourceful and proactive when issues arise.
- High School diploma or GED required.
- Bilingual (English/Spanish) skills a plus.

DUTIES

Childcare Specialist duties:

- Plan and orchestrate childcare activities that are educational, fun, and nurturing, ensuring that interactions between adults (staff and volunteers) and children are appropriate.
- Maintain records of attendance and information forms on all childcare children, which may include creation of forms when needed.
- Maintain a system to ensure that all children in childcare are accounted for in the event of an emergency.
- Provide program staff with feedback/updates on childcare that may be of assistance in direct service provision to a child/family.
- Maintain the childcare and therapy rooms to ensure safety and cleanliness and encourage creativity.

Oasis Administrative duties:

- Comply with and enforce HIPAA policies and procedures in childcare areas.
- Assist Oasis Administrative Director with client communications regarding appointments, transportation, etc.
- Distribute fuel/grocery cards to client families and maintain related documentation according to procedure.
- Track fuel/grocery cards, cabs and childcare in a database.
- Assist Oasis Administrative Director with other administrative duties.
- Provide backup to reception when needed.

Other duties as assigned

EDUCATION & LICENSURE REQUIREMENTS

High School Diploma or GED, 1-5 years of experience in provision of childcare in a childcare setting

PHYSICAL REQUIREMENTS

Ability to lift up to 50 lbs. Ability to play with children on their level – kneeling, sitting on the floor, seated in a chair.

REVIEWED BY	Title
APPROVED BY	Title
CANDIDATE HIRED	DATE HIRED